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ABSTRACT

Accidents to office workers add up to 40,000 injuries and more than 200 deaths a year, amounting to expenses from medical assistance and loss of productivity of $100 million. Leading types of accidents are falling caused by slipping on slick or wet floors, tripping over file drawers, slipping on debris on stairs, injuries from poor lighting, unsafe climbing, defective chairs, or misuse of swivel chairs. Other accidents are caused by fires, improper lifting, problems with files, door banging, improper use of machinery, moving, and worker stress. This monograph suggests strategies for coping with hazards in the office in order to prevent injuries. Along with general safety precautions and specific guidelines for preventing falls, fires, and injuries caused by machinery and lifting, the paper contains the Occupational Safety and Health Act (OSHA) color safety codes and an inspection checklist. A review game reinforces the content of the monograph. (KC)

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THE MILLION DOLLAR BOWL

OSHA in the Office

CE035734

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OSHA IN THE OFFICE

Let's take a trip

--over file falls

--past slipping point

--down loose caster spring

The results of these short journies add up to 40,000 injuries and more than 200 deaths a year among office workers. An estimate of medical expenses and loss of productivity runs at about $100 million a year. Since all these people are covered by the Occupational Safety and Health Act (OSHA), it is necessary for all present and future office workers to become acquainted with the safeguards against job related hazards which are mentioned in these regulations. The function of OSHA is to protect all workers from dangers resulting in accident, death or disease in the workplace.

FALLS

Falls make up the largest categories of injury causing accidents in the office. Falls happen as a result of slipping, tripping and lose of seating.

SLIPPING

A secretary's slick-soled new shoes caused her feet to slip out from under her as she walked over the marble doorsill leading from a washroom into the corridor. She fell forward about five feet and struck her left thigh. Result: a fractured thighbone and six months lost time.

A telephone operator stepped out into a hallway that had just been waxed and was still damp. Her feet flew out from under her and she landed on her wrist. Result: a fractured wrist and 52 days lost time.

Falls claim more victims than any other type of office accident. In one survey, falls accounted for 55 percent of the total days lost because of office injuries. The same survey showed that the disabling injury rate from falls was twice as high among office workers as among non-office employees.

Women fall more frequently than men, leading to speculation that the unstable design of many women's shoes is a major cause of accidents. All employees should be encouraged to wear sensible shoes, even if it means changing from their high-fashion street wear after they get to the office.

What slipping hazards do you find in the office? Tracked-in rain or melting snow. Coffee spills. Pencils, paper clips, rubber bands dropped on the floor. Highly waxed floors. Loose floor mats, boards, or tiles. Improved housekeeping and diligent maintenance would eliminate these hazards.

FLOOR SURFACES

Wax, spilled coffee or water from a washbasin, air conditioning pipe or dripping umbrella--any substance that makes the floor slippery can cause painful falls. You'll have to call in the maintenance department to deal with some of those hazards, but you can wipe up a small spill yourself. It's faster, it's safer, and you can be sure it's done.

In fact, the rule should be: anyone who spills anything should be responsible for cleaning it up immediately. The same goes for litter. Pencils, hairpins, paper clips can all act as skids underfoot. The person who drops it should get it up immediately.

Slippery surfaces are not the only hazard. Worn spots in the carpet or chipped tiles can cause falls, too. Be alert for walking surfaces in need of repair, then ask the maintenance people to fix it.

TRIPPING

If rush-hour traffic on the road is dangerous, so too is a "rush-hour" in the office. When a job has to get out quickly, caution sometimes goes to the winds, and it's prime time for trips and falls. A so-called "minor" hazard becomes a larger threat. People leave lower file cabinet or desk drawers open, and the next thing they know--someone's flat on their face. Boxes, equipment, or file stools left outside doorways, or in walkways, are real dangers to the unwary soul who's rushing to beat the clock. Section 1910.35 of OSHA says that there be an unobstructed access to and from any point in the building.

STAIRS

Take those puddles, pencils and pins that posed such a hazard on flat walking surfaces, put them on the stairs, and you have double trouble. The stairs are usually located between departments, often they are not the responsibility of anyone. The result: everyone leaves the litter for someone else to pick up. Forget that nonsense; anyone who sees a hazard on a stair should take personal responsibility for cleaning it up. And while you're at it, make sure that the stairs are in good repair. Worn treads are sure to cause trouble. Handrails should be sound--and they should be used. Good lighting is another must.

Studies have shown that the number one cause of stair accident is distraction. People just don't watch what they're doing. For this reason, there should be no mirrors, posters or other decorations to distract people while they are actually on or near the stairs. Putting strongly worded reminders at the top and bottom are definately a plus.

LIGHTING

Sometimes the drive to save energy goes a little too far. Inadequate lighting, especially in corridors and stairwells, is a frequent contributing factor in falls. Poor lighting can also cause visual fatigue, leading to inattention and carelessness. In fact, some studies have shown that better lighting boosts productivity.

COMING AND GOING

Watch out for the absent-minded daydreamer, the woman-in-a-hurry, and the he-man carrying a three foot stack of boxes. If they don't fall flat on their faces themselves, they may just give you a push and watch for runners.

FALLING

Unsafe chairs can cause falls. Rolling and tilt-back chairs may need special maintenance. The vice president of operations for a space research equipment manufacturer reached across his desk to the phone, and as he did, a caster fell from the leg of his chair. He fell and suffered a mid-back fracture that kept him out of the office for nine months.

Everyone knows that a proper ladder or step stool should be used to get to high places rather than a box, a desk, or a rolling chair. The wrong equipment is hazardous. One statistician office worker stood on a stool with casters to replace books on a shelf--as she had often done before without mishap. This time the stool rolled backward, she lost her balance and fell. Result: a fractured right knee and 60 days lost time.

CHAIRS

Leaning way back with your feet on the desk puts you in a nice horizontal position. But a chair is not a hammock. Too often the chair goes over backward, and you come down on your head and back. It happens all the time--and it hurts.

That's the sitting back flip. You can also do a very nice moving back flip on chairs with casters if you scoot back fast. If the wheels lock--as they often do--the chair will flip over backwards.

Then there's the forward flip. You sit or lean way forward on the edge of your chair and the chair dumps you on your face, then comes down on top of you.

A chair is not a hammock, it's not a scotter, and it's also not a ladder. Standing on a chair--particularly one on casters--is strictly for fools and daredevils. Whenever it's necessary to reach a hight, a stool or stepladder should be used. Don't accept any substitute.

WINDOWS

Windows, too, can be a problem. In some offices, windows have locks near ceiling height. To open them, a worker may decide to climb on an inside sill and place his entire body within the window area, becoming a prime candidate for a fall when the window unlocks and swings outward. Strict rules should be enforced regarding employee operation of hazardous window mechanisms, and a guard bar might be installed to prevent the possibility of a fall.

LIFTING

Do you think you're the office Samson? Strenuous lifting has sent many a person to the hospital. Get help when you have to lift or move a heavy object. Don't try to lift while in an awkward position.

Lift with your leg muscles, and lift straight up. Avoid placing strain on your back. Report "hard to open" file and desk drawers or windows. Don't knock yourself out wrestling with them.

Back injuries are easy to come by. Instead of calling for skilled help and the right equipment, office workers tend to do it themselves--often with disastrous results. Lifting and moving things incorrectly can cause injuries--including foot injuries when heavy things are dropped.

In one New Jersey office, an employee hurt her back when she dropped a heavy book and jumped to keep it from landing on her foot. If a load is to be lifted, a few basic rules should be followed:

Lift only what you can handle without strain.

Squat to the load with your knees bent and one foot alongside the object, the other behind it.

Keep your back as straight as possible, but that doesn't mea vertical.

Grasp the object with one hand forward at the top, the other under the load at the rear.

Grip with your palms, which are much stronger than fingers.

When you have a good firm grip, lift by pushing with the rear leg, keeping your back straight and your elbows tucked in.

Lift and carry the object as close to your body as possible.

Don't jerk or twist your body. If you want to change direction, move your feet.

If you want to shift the object or change your grip, rest the load on a desk or table and then make the adjustment.

To set the load down, simply reverse the procedure.

To prevent your hands from being pinched or mashed, set a front corner of the load down first and then slowly slide it onto a stable support, removing your hands as you do so.

Be sure of your clearance when carrying a load through a doorway. Pinched fingers are painful; so is a banged-up foot if you drop the load.

FIRES

Fire experts say most office workers--and supervisors--have no idea of what to do if a fire occurs. For example:

Do you know the location of the nearest fire hose and how to use it?

Can one woman hold it alone? (Yes.)

Is it defective if it leaks? (It will probably leak until the fibers swell.)

What do you do if water fails to come through it? (Undo the kinks.)

Where are the fire extinguishers?

What type of extinguisher would you need to deal with burning duplicating fluid? (Type B, such as a carbon dioxide or dry chemical extinguisher.)

What would happen if you used water instead? (You could spread the blaze.)

Does the fire alarm in the corridor call the fire department?

Where are the fire exits?

If you don't know the answers to those questions, it's a good bet that the people under you are just as ignorant. That ignorance can carry a high price.

OSHA States:

1. Use fire retardant paint.
2. Check automatic sprinklers.
3. Know fire alarm signals.
4. Have exit signs clearly marked.

HEAD IN THE SAND

Rubber cement thinner caught fire in an architectural design office on the third floor of a five-story New York office building. Instead of calling the fire department promptly, employees tried to fight the blaze. The flames grew out of control, the room filled with smoke and everyone panicked. Ignoring a nearby enclosed stairway, all 15 employees tried to jam onto a single elevator, preventing the automatic doors from closing. Eleven died before help arrived.

Basic fire training could have prevented that tragedy. The person who says "Fire will never strike here" is like burying one's head in the sand. Dozens of offices are hit by fire every day--more than 18,000 each year.

NOT SUCH A HOT IDEA

The first step is to keep the smokers in line. Hot matches, ashes and cigarette butts should not be thrown into wastebaskets, on the ground near machinery or used any place where they might ignite a flammable substance.

Flammable liquids should be storred in safety cans after being opened.

Oily or solvent-soaked rags should also be stored in approved containers, never thrown in cabinet base of a machine or a trash basket.

Papers, boxes, and other combustibles must not be stored near machinery or electrical equipment, which could overheat or spark and cause the material to ignite.

Watch for short circuits in the office coffee pot.

Regular inspections must be made to ensure that extinguishers are charged and sprinklers and fire detectors are functioning properly. All doors to enclosed stairwells must be kept closed, in spite of any inconvenience. One open door might prove a disaster in a fire, since it could let in enough smoke to prevent employees from using the stairwell as a sanctuary and means of escape.

OSHA classifies fires as:

Type A (paper, wood, cloth)--fight with water or class A extinguishers.

Class B fires (burning liquids) or a class C fire (electrical)--you would normally use a class B-C extinguisher which is marked with a square containing the letter B and a circle containing the letter C.

To operate an extinguisher, pull out the pin, squeeze the handle, and direct the stream at the base of the flames. With a carbon dioxide or other gas extinguisher, you've got to get closer to the flames.

Evacuation should always be started immediately, even if you think the fire is a small one that will be easily extinguished. Every employee should know his/her prime fire exit and a secondary exit (in case the prime exit is blocked). Move calmly to the exits, closing doors behind you as you go to prevent circulation of smoke and fire-feeding oxygen.

Feel every door with your hand before opening it. If it's hot, don't open it. If it's cool, open slowly and stay behind the door. If heat or pressure comes through the door, slam it shut.

Smoke and gas are the number one killers in a fire. When passing through smoke-filled areas, take short breaths, breathe through your nose and crouch low to the floor, where the air is purest.

Don't run if your clothing catches fire. Lie down and roll on the floor to smother the flames.

If you can't get to safety, retreat to a room with a window. Shut the door, sealing off cracks if you can to keep smoke out. Open the window or break it to get fresh air and signal firemen. Wait for help; don't jump. If you jump from the fourth floor or above, the odds are you won't survive. Do not rush for the elevator; if possible, take the stairs.

FILES AND DESKS

An office worker got up to walk away from his desk and struck his right shinbone against the lower desk drawer, which was projecting about three inches. He was thrown off balance and fell, breaking his left shoulder. He was out for three months.

DOORS

Doors pose problems, too. A clear glass door shouldn't be too clear; if it is, someone may walk into it. Lettering or other markings should be applied in the center of the door about four and one-half feet from the floor.

With solid doors it usually takes two to make trouble. A person going out the door pushes it open and hits a person coming in. The solution is to stay out of the door's path (the path can be marked on the floor with paint, tape or a carpet of different color). Approach the door from the side away from the hinges. Before getting in front of the door, grasp the knob and start opening it. If someone comes through, you can step back easily.

SHELVES AND STORAGE CABINETS

The key elements in storage are neatness and stability. Cabinets should be securely bolted to floor, wall, or each other. Shelves should be in easy reach. Neither should be overloaded.

The big problem is that stacks of boxes and papers tend to pile up on top of cabinets, files, clothing lockers, etc. Then they topple over when someone tries to pull something out of the stack. Or an employee wheels up a chair to reach something on top of a high cabinet, and a fall results. Make sure that all materials are stored inside cabinets, files, and lockers--not on top.

MACHINERY

Getting a finger caught in a typewriter is no joke. Typewriters, duplicating machines, sorters, collators, addressing and mailing machines--all can grab a finger or a long strand of hair. Rings, bracelets, dangling necklaces, neckties and loose floppy scarves or sleeves add to the hazard.

Be on the alert for frayed wiring, especially near the flex point at the plug. Exposed wires can shock or start a fire. To reduce fraying and bending of wires, always grasp the plug to pull it out; never jerk the cord. And don't bend the cord sharply around an obstruction or put it where it will be walked on.

A three-wire grounding system is a must to eliminate shock hazards. But electrical problems may still turn up. Any employee who notices a tingling sensation when touching a machine, or sees it smoking or sparking, should unplug it and summon a repair crew at once. Meanwhile, to prevent other workers from using it, put a sign on it advising that it is out of order and dangerous.

Even if a machine is in good working order, turn it off before servicing or adjusting, before applying flammable solutions, and before leaving it--even for a little while.

FINGER POINTERS

Fingers and hands turn up on the office injury list more often than any other part of the body. Little cuts and punctures are not only painful, they can also become infected.

Paper cuts can be avoided by using rubber finger guards to handle stacks of paper. Pick up a sheet of paper by the corner, not the sides. Use a letter opener to open envelopes or packages sealed with paper tape. Pull a file out of the drawer to use it; don't flip through the contents in the file cabinet.

Keep the contents of desk drawers tidy to avoid punctures from scissors or pins hidden under a pile of papers. Keep razor blades, thumbtacks and other sharp objects in a closed container.

Don't reach blindly into a drawer for pencils, pens, or other items. Watch what you are doing so those pencil punctures don't happen. Keep pencils stored flat, not standing point up in a pocket or a pencil holder. Don't use a spike file.

Close drawers, doors and safes with the handle, not with your hand over the top or around the edge. Using the handle is just as easy and it saves a crushed hand. Never test a jammed stapler with your thumb over the business end. Remove staples with a staple remover, not your fingernails.

Never pick up broken glass with your fingers. Use a broom. To dispose of broken glass (or razor blades), wrap it up, mark it legibly, and put it where the clean-up crew will see it (not in the wastebasket).

When using a paper cutter, keep your fingers away from the blade. Don't release your hold on the blade handle while cutting, and never leave the blade in an upright position--even for a second. See to it that loose springs or guards are repaired immediately.

Never touch a hot light bulb--it can reach temperatures over 400 degrees F. Wait for it to cool.

EYES

The eyes are normally well protected by the eyelids and the bony framework surrounding the eyeball. But when eye injuries do occur, they're frightening. Some eye injuries result from horseplay--a snapped rubber band, a soaring paper airplane. Obviously, that behavior is out of place in the office.

Sometimes a fluid will splash up and strike the eye. That can be avoided by always pouring fluids slowly, and keeping them in tight containers.

A person who has chemicals on their hands--even carbon paper ink--should not rub their eyes. Irritation can result.

When reaching for an object, always look to see where your head is going as well as your hand. Poking the eye with a pencil or the edge of a cabinet is no joke. Don't carry pencils behind the ear; when carrying a pencil in a pocket, keep the point down.

Your eyes themselves can be a source of accidents. About six people in ten need some correction for their eyes.

MOVING DAY

Moving day at the office doesn't come often, thank goodness, but when it does, it's a dilly. You have the tremendous headache of making sure that every box, every file, every stick of furniture that was supposed to make the move arrived as scheduled with people in your department running to you every second to ask a question about this or that--and half the time you don't know the answer.

The last thing you want to bother with is safety, yet safety has to be one of your prime concerns. Studies show that the accident rate shoots up during a move. Boxes are scattered all over, files are not yet bolted down, last-minute carpentry may still be underway. All the employees--including you--are in unfamiliar territory. Some of those same hazards can be encountered during repair work or remodeling.

Maybe a fuse box has been removed in the stairwell and wires are dangling temporarily. Or a desk has been moved and the electric outlet box it covered now stands out as a tripping hazard. Unlike moving time, employees will not be expecting the unusual. So the best procedure is to put up signs, tape things down or block off hazards, and finally, see to it that the situations are taken care of as quickly as possible.

PERILOUS TIMES

Individuals have bad times, too. The menstrul cycle, of course, can affect accident susceptibility, but in addition, psychologists say that almost any important event in a person's life--bad or good--will cause stress and open the way for an accident.

A young woman who has just learned she is pregnant, a man who has just gotten a divorce, promotion to a job that arouses anxiety--all are thinking of other things and not paying attention to what they're doing.

Psychiatrists Thomas Holmes and Richard Rahe prepared a list of important life changes and rated them according to the amount of stress they would produce. For example:

Death of a spouse	100
Divorce	73
Marital separation	65
Jail term	63
Death of a close family	63
Personal injury or illness	53
Marriage	50
Fired at work	47
Marital reconciliation	45
Retirement	45
Pregnancy	40
Sex difficulties	39
Gain of new family member	39
Change to different line of work	36
change in work responsibility	29
Wife begins or stops work	26
Trouble with boss	23
Change in work hours, conditions	20
Vacation	13

NEW WORKERS

The accident rate among new employees is double or triple the rate among more experienced workers. The new worker faces unfamiliar job routines and equipment, plus an emotional adjustment to new people and a new working environment.

Start safety programming the first day on the job. Safe procedures should be learned in all job training, whether instruction comes from the supervisor or an experienced worker. You should take the time to listen!

You will forget a lot of the information received in the first few days. That's what reminders are for.

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ALL THE MARKS OF A FIRST-CLASS FIGHT--FOR WHAT?

Bruised Shins, Mashed Knuckles, Cut and Scratched Fingers Hurt.

Torn Clothing Costs Money to Replace. So--

1. Use handles when closing file or desk drawers or disappearing typewriter shelves. Use handles or knobs when closing safe and vault doors.

2. Keep file drawers, desk drawers, slides, and locker doors closed when not in use. Open only one file drawer at a time. If a heavy stack tips over on you, you'll be sorry!

3. Keep razor blades, pins, knives, shears, hand awls, thumbtacks, spike files, and all other sharp objects in the proper place. Handle them carefully.

4. If necessary to pin papers together, insert pin so that point is covered by at least one sheet of paper.

5. Be sure your typewriter is securely fastened in place. You don't want it to "take off" and jump all over you sometime!

6. Adjust or clear powerdriven office machines only when they are stopped and the power plug disconnected. Use all machines only for the purpose intended, and in the way intended.

7. Wait until the blades stop revolving before moving or otherwise handling an electric fan. Place fans where no person can touch them accidently.

8. Brush up broken glass, wrap carefully and thoroughly in strong paper, and put in a safe place to be removed later. Do not put it in the wastebasket.

WATCH FOR THE COLOR SAFETY CODES

OSHA (1910.144)

Red:	Fire Protection Equipment Emergency stops or buttons on electrical stop switches.
Orange:	Dangerous parts of machines or electrified equipment which could shock.
Yellow:	Caution, denotes physical hazard causing one to stumble or trip.
Green:	Location of first-aid equipment.
Blue:	Caution against starting equipment in need of repair.
Purple:	Radiation danger (x-rays, etc.).
Black & White:	Traffic flow (fork lifts, etc.).

Danger Signs:

Poison

Electricity

INSPECTION CHECKLIST

Frequent inspections keep the staff on its toes. Inspections can be performed by you or by the safety committee.

The following list of hazards is not all-inclusive, but it does include the most common causes of accidents. You can alter the list to fit your own needs.

Is there litter or spilled liquid on the floor?

Are floor surfaces chipped; does carpeting show worn spots or holes?

Are warning signs posted near repair work or redecoration?

Are aisles free of boxes, wastebaskets, chairs and other obstacles that impede traffic?

Are restrooms kept clean, with dry floors?

Do cords look frayed? Are they draped over hot pipes, bent around hooks or stepped on?

Are flimsy extension cords in use?

Are all appliances connected with three-pronged plugs?

Are electric outlet boxes or bonnets exposed so that they pose a tripping hazard?

Do employees stand on chairs, desks, boxes, drawers or other improvised ladders?

Do employees lean way back in chairs, with feet up on the desk?

Do employees put tops on cups of coffee or other liquids while carrying them through the office?

Are stairs well lighted?

Are handrails, treads and risers in good condition?

Are desk or file drawers left open?

Are files, lockers, cabinets and bookcases bolted securely?

Is more than one file drawer opened at once?

Do employees run in the office?

Are files top-heavy, with empty drawers at the bottom and full drawers on top?

Are boxes, papers and books stored on top of files, storage cabinets, window sills?

Are transparent glass doors marked so they can be seen?

Are floors marked under solid doors to indicate the striking radius?

Must employees step up or down while going through a doorway? If so, is a warning sign posted?

Do self-closing doors have too much spring tension?

Is machinery turned off when not in use? Do employees wear dangling jewelry or floppy clothing around moving machinery?

Are employees still using spike files or pencil holders with pencil points up?

Is the paper cutter placed in a safe location?

Are razor blades or pins mixed in with paper clips?

Are fire exits clearly marked?

Are fire extinguisher locations marked so they are visible from a distance?

Have fire extinguishers been inspected recently?

Are both A and B-C extinguishers readily available?

Do all employees know the location of exits, alarms and extinguishers?

Are nonflammable fluids used whenever possible?

Are flammable fluids properly stored in safety cans?

Are emergency numbers posted for doctor, fire department and ambulance?

Are fire drills conducted frequently?

Are ashtrays available for visitors as well as employees?

Are combustibles stored near machinery or heat sources?

Are sprinklers, fire detectors and hoses clean and in good working order?

Are doors to enclosed stairwells kept closed at all times?

You should cover all content in the booklet before attempting the game.

ADMINISTRATION OF GAME

1. Divide the class into two groups.

2. Each group should select a team name, captain and money holder.

3. The teacher should keep track of how much each side has won.

4. "Toss up questions" should be awarded to first person who raises his or her hand. The "toss up" answer must be an individual effort. There is no cash awarded. The team must answer a "toss up question" before being eligible for a Bonus question.

5. "Bonus Questions" are answered via a team effort through its captain. A correct answer is worth $50,000. Incorrect answers cost the group $50,000. (Note: Each member of the winning team receives a 10 point bonus added to his or her next examination grade.)

Toss up and Bonus questions can be used interchangable.

1. Name three causes of tripping in the office.
2. How many injuries result from office acidents each year?
3. How many deaths result from office accidents each year?
4. What is the estimated loss (in dollars) or productivity as a result of accidents in the office?
5. What is OSHA?
6. What is the function of OSHA?
7. Who falls more, men or women?
8. Why do women fall more?
9. Name three causes of slipping?
10. Are file drawers a hazard? Explain.
11. Name 3 types of electrical cords that can mean danger.
12. What 3 things can spell danger on a stairway?
13. Is the accident rate for new office workers high or low?
14. Two causes of accidents on moving day are?
15. Two more causes of accidents on moving day are?
16. How can paper cuts be avoided?
17. How can finger punctures be avoided when reaching into drawers?
18. How can you avoid crushing your fingers in a file cabinet?
19. How should you throw away broken glass or razor blades?
20. Name 2 safeguards to use when employing a paper cutter.
21. Name 2 more paper cutter safeguards.
22. How hot can a light bulb heat?
23. How do eye injuries result from horseplay?
24. What 2 things can you do to avoid fluids from splashing into your eyes?
25. Can a person get an eye irritation from having carbon on his/her hands?

26. Where should pencil points point when placed in one's pocket?

27. What danger does a clear glass door present?

28. What does the color code red signify?

29. How should you approach a solid door to insure not being hit by someone entering from the other side?

30. How should you pull an electrical plug out of its socket?

31. What does the color code purple signify?

32. What are some of the signs of electrical problems?

33. What is a class A fire?

34. How do you fight a class A fire?

35. How many office fires are there yearly?

36. Where should ashes, butts or hot matches not be thrown?

37. Where should solvent soaked rags be stored?

38. What is a class B-C fire?

39. How do you fight a class B-C fire?

40. Why should doors to stairwells be closed (in fires)?

41. How should you open a door during a fire?

42. Why should you feel the door knob?

43. If heat or pressure comes through a door, what should you do?

44. How should you breath when passing through smoke-filled areas?

45. What should you do if your clothing catches on fire?

46. If you cannot leave the building, where should you go?

47. How should you protect yourself from flames and smoke in this "safe room"?

48. What are your chances of surviving a fall from the fourth floor or above?

49. What does the color code green signify?

50. How should you lift heavy items?

51. Name 3 causes of back injuries due to body motions.

52. Name 2 causes of back injuries due to items in the office.

53. How should you grasp a big object with your hands before picking it up?

54. How should you use your legs when lifting?

55. How should you shift a load?

56. What does the color code black and white mean?

57. How should you set a load down to prevent your hands from being pinched?

58. The color code yellow signifies what hazard?

59. What does a sitting back flip result from?

60. How does the moving front flip occur?

61. What should you do when seeing an object on the stairs?

62. Falls account for what percent of total days lost in the office?

63. Who should be responsible for cleaning up spills in the office?

64. What does OSHA say about access through walkways?

65. How wide should aisles between desk rows be?

66. Name 3 types of distractions which should never appear on or near a flight of stairs.

67. What is the number one cause of stair accidents?

68. What equipment should you use to reach high places?

69. What equipment should you not use to reach high places?

70. What does this symbol mean?

71. What does this symbol mean?

72. What should you check if water will not come through a fire hose?

73. What would happen if you used water instead of a B-C extinguisher to fight a class 2 fire?

74. Where is the "flex-point" on an electric appliance?

75. Should cabinet and/or shelves be bolted to the wall and floor?

76. Name 3 articles of clothing that might be caught in a piece of machinery.

77. The top three life changes that have the greatest stress leading to accidents.

78. When should new workers begin to study safety on their job?

79. What should be done with plugs when office machinery will not be in use for a time?

80. At what moment should you handle an electrical machine?

81-90. Written assignment (group one project) $500,000 payoff. Develop a program illustrating 10 points of office safety as it relates to the prevention of slipping and falling.

91-100. Written assignment (group two project) $500,000 payoff. Develop a 10 point program for fire prevention.

TOSS UP QUESTION KEY

1. Electrical cords, open drawers, chairs, telephone cords, desk equipment.

2. 40,000.

3. 200.

4. $100 million.

5. Occupational Safety and Health Act.

6. To protect workers from accidents, death and disease as a result of their jobs.

7. Women.

8. The design of their shoes is not safe for many floors.

9. Wetness (rain or snow), slipping wax, loose mats, tiles or boards.

10. Yes, left open they can trip or fall on employees.

11. Appliance, telephone, office machine cords.

12. Worn treads, no rail, poor lighting, litter.

13. High.

14. Scattered boxes, last minute carpentry.

15. Open fuse box, wires on stairs, unfamiliar inventory.

16. Pick up papers by corners not sides, wear rubber finger guards.

17. Keep drawer neat, shart objects should be placed in a container.

18. Close the drawer by using the handle.

19. Wrap it up; mark it legibly and put it where the cleaning crew will find it (not in a waste basket).

20. Keep fingers away from the blade.

21. Never leave the blade in an upright position; repair loose springs on guards immediately.

22. 400 degrees.

23. Snapped rubber band, paper airplane.

24. Pour slowly, keep fluids in tight containers.

25. Yes, if the person rubs his/her eyes.

26. Downward.

27. People can walk through it.

28. Fire protection equipment, electrical stop switches.

29. Approach door from the side away from the hinges.

30. Grasp the plug and pull--never the wire.

31. Radiation danger point.

32. Smoking, sparking, or you may feel a tingling sensation when holding the plug.

33. A fire resulting from wood, cloth, paper.

34. Fight with class A extinguisher and/or water.

35. 18,000.

36. Near machinery, fluid chemicals, wastebaskets.

37. In approved containers.

38. A chemical fire.

39. Fight with class B-C extinguisher, carbon dioxide or dry chemical.

40. Act as a fire break.

41. Feel the door and the knob first.

42. To determine if there is a fire on the other side of the door.

43. Slam it shut.

44. Short nasal breaths--crouch low to floor.

45. Roll on floor to smother flames.

46. A room with a window.

47. Seal door, break window.

48. Almost no chance of survival.

49. First-aid equipment.

50. With your leg muscles and straight up.

51. Twisting, reaching, or bending.

52. Moving heavy furniture or machinery, jerking open windows.

53. One hand forward on top, the other under the load at the rear.

54. Push with rear leg, keeping back straight.

55. Place the object on a desk or table first.

56. Traffic flow.

57. Set the front corner on a stable surface and slide the load down onto it.

58. Caution, tripping hazard.

59. Feet up over one's head (on a desk).

60. Sitting or leaning too far forward on a chair.

61. Pick it up.

62. 55%.

63. Anyone who does the spilling--do it themselves or call maintenance to do it immediately.

64. Access should always in unobstructed.

65. Six inches minimum.

66. Posters, mirrors, or decorations.

67. Distractions.

68. Ladder, step stool.

69. Desk chair, boxes, desk.

70. Electricity.

71. Poison.

72. Look for kinks or knots in the hose.

73. The water would spread the chemical fire.

74. Where the cord and plug join (source of shocks if frayed).

75. Yes, to insure stability.

76. Scarf, strands of a long wig, neckties, dangling bracelets, puffed sleeves.

77. Death of a spouse, divorce, separation.

78. The very first day.

79. Pull the plug.

80. After the blades have stopped spinning.

81-90. Grade each point in the paper and

91-100. Issue dollars based on their creditability.

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